

Exhibitor FAQ for the 2025 National Conference

What are the table assignments?

Tables will be located along the walls of the main ballroom where all activities take place

What time is booth setup?

Monday 6/23 from 1:00 PM to 5:00 PM

What time is booth teardown?

Wednesday 6/25 5:00 PM to 7:00 PM

What are the booth hours?

Monday 5:00PM to 8:00PM, Tuesday and Wednesday 8:00 AM to 5:00 PM

What is provided at the venue?

All spaces have an 6' table, wireless Internet, and power. Meals also included

What should I bring for my booth setup?

A table cover with logo, handouts, giveaways, and the ability to discuss your offering

Should I bring my pop-up booth?

Space is limited so a table-top set-up is suggested. Pop-up banners must fit in a 6' wide space.

What vendor activities are planned (see <https://usdla.org/2025-schedule/>) for times

- Monday evening welcome reception
- Tuesday morning partner introductions
- Tuesday noon awards luncheon and attendee partner visits
- Tuesday afternoon snack break
- Tuesday evening “night on the town” dinners with attendees
- Wednesday morning raffle and giveaway
- Wednesday afternoon snack break
- Wednesday evening ballgame (tickets extra cost)

Will I get a list of all attendees?

Yes, a pre-conference (1 week prior) and a post-conference list will be provided

What other benefits are part of my sponsorship?

Please visit <https://usdla.org/membership/usdla-sponsorships/> for levels/benefits

Who is my main partnership contact for the conference?

For all inquiries: sponsorship@usdla.org to contact Pat Cassella

How many pieces of collateral should I provide to be included in the attendee’s bags?

We are expecting 250 attendees on-site.

Where should I ship everything I need for my table including attendee bag material?

Ship to Hilton St. Louis at the Ballpark, 1 South Broadway, St. Louis, MO 63102 (Attention USDLA/Vendor Name)

When can I ship my show material, monitor, equipment, collateral, giveaways, etc.?

Please ship to arrive after Monday June 16th as there is an additional storage charge if received earlier

Are there any shipping/handling costs imposed by the resort?

Yes, there will be handling fees imposed by the in-house shipping company for receiving and shipping

How do I ship any materials back to my office once the conference ends?

The in-house shipping company will assist with return shipping

What does the exhibit hall look like?

The exhibit hall is 160' by 70' with the booths positioned in 10x10 blocks around the perimeter. All non-concurrent session activities will be held in this room including keynotes, giveaways and meals.

